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'Catch Up' Sessions - Use of Zoom Protocols for Parents

Parents are advised not to use Face Book to sign in to Zoom but to use the link and password provided by school.

To ensure that all staff and children are safeguarded when using Zoom, we ask that the following guidance is observed.

By accepting the invitation, parents are agreeing to the following terms of use:

- That they (the parent/guardian) are acting as the responsible adult for the duration of the meeting
- That they (the parent/guardian) are giving consent for their child to participate in the meeting
- An adult must be in the same room as the child throughout the session – although they are able to be working at the same time.
- Parents must NOT share the invitation/password for each meeting with anybody else

Preparing for and during the session

- Please choose a neutral room for the sessions for example kitchen and living room not in a bedroom;
- Where possible be against a neutral background with only a small part of the room showing
- Computers need to be on 5 to 10 minutes before the session starts, when users should be able to enter the virtual waiting room. **Once the session has started, it will be locked to minimise the chance of uninvited persons joining the meeting.**
- All participants must wear daytime clothing (not pyjamas), as should anyone else in the household.
- Language must be appropriate, including any family members in the background.
- Please keep background noise to a minimum.
- When signing in to the session, please include your child's first initial and surname so that staff know that they are admitting appropriate people. (If just the name of a phone or PC is displayed, staff will not permit entry.)
- Teachers will use the mute button at various points during the session to ensure that all users can hear one person at a time.
- Teachers will disable the private messaging facility.
- Children are asked to raise their hand if they would like to speak. The teacher will then un-mute them enabling them to speak to the group
- Sessions will not be recorded.
- Parents MUST NOT take screen shots during the session.